

Comparing AFMIS Reports to DSS

Data that is reported in DSS is captured at the time the transaction is entered in AFMIS. AFMIS does not provide reports for all data reported in DSS. However, the reports below can assist in validating AFMIS with DSS. Keep in mind the data displayed in DSS may be different due to rounding or the different formulas. Additionally, in DSS there are help screens that explain how the data being viewed was derived.

Account Status Verification

The IFA or AFMIS SA must use the IFA processes to pull from AFMIS the DFO Account Status Report PCN: AJK-011. This report is used to validate the Account Status in DSS.

For checking the accuracy of earnings and expenditures in DSS, all information comes from the Dining Facility Earnings and Expenditures Record. DFO, PCN AJK-PC1, TISA PCN AJK-688. The TISA Earnings and Expenditures Record can also be used to validate the Headcount Daily Summary in DSS.

Ensure that the TISA Earnings and Expenditures Record matches the DFO Earnings and Expenditures Record. This will verify that any adjustments that the dining facility made to headcount are in the AFMIS or any adjustments to receipts or issues made by the TISA are posted.

To print the DFO Earnings & Expenditures Record PCN AJK-PC1

From the IFA Command Menu select Option B, Management Information Inquiries, From the Management Information Inquiries Menu, select Option D, Dining Facility Menu, from the Dining Facility Inquiry, select Option A, Dining Facility Inquiry, on Screen AJK-216 enter/select the activity code and press return. From the Inquiry Menu, select Option A, Dining Facility Accounts. From the Account Inquiry Menu select Option A, Earnings & Expenditures Record Inquiry. When Screen AJK-535 appear press ESCAPE, the system will display a prompt at the bottom of the screen "Do you wish to print this screen? Enter Y(es or N(o" enter N and press RETURN. Another prompt will appear "Do you want to view the previous month (Y or N)?" Enter Y and press RETURN then press ESCAPE and answer the prompt "Do you wish to print this screen? Enter Y(es or N(o" enter Y and press RETURN.

To print the Earnings & Expenditures Record PCN AJK-688 from TISA

From the TISA Command Menu, select Option F, Financial Accounting. On the Financial Accounting Command Menu select Option D, Earnings and Expenditures Record. Enter required information on Screen AJK-687. This screen is used for a single activity or for all accounts by type customer account. This should be done for the previous month. This report depicts daily headcount by meal, earnings and expenditures.

To print/view the DFO Account Status Report PCN AJK-011

From the IFA Command Menu select Option B, Management Information Inquiries, From the Management Information Inquiries Menu, select Option D, Dining Facility Menu, from the Dining Facility Inquiry, select Option A, Dining Facility Inquiry, on Screen AJK-216 enter/select the activity code and press return. From the Inquiry Menu, select Option A, Dining Facility Accounts. From the Account Inquiry Menu select Option C, Previous Account Status Inquiry, screen AJK-516 will appear with the data that will print on the DFO Account Status Report PCN AJK-011,

follow the prompts at the bottom of the screen and enter Y to print the report when prompts “do you want a printed report (Y or N)?”

Dining Facility Expenditures

Line two (2) Purchases (issues) of AFMIS Report PCN AJK-011 should match the last entry in the cumulative total issued (incl today) column of the dining facility account card.

Dining Facility Earnings

Line six (6) Earnings (headcount) of AFMIS Report PCN AJK-011 should match the last entry in the cumulative allowance (incl today) column of the dining facility account card.

Headcount Verification

The Dining Facility Operations Monthly Headcount / Cash Collected Report PCN AJK-D61 is used to verify the headcount in DSS.

To print/view the Dining Facility Operations Monthly Headcount / Cash Collected Report PCN AJK-D61

From the IFA Command Menu select Option B, Management Information Inquiries, From the Management Information Inquiries Menu, select Option D, Dining Facility Menu, from the Dining Facility Inquiry, select Option A, Dining Facility Inquiry, on Screen AJK-216 enter/select the activity code and press return. From the Inquiry Menu, select Option C, Headcount / Cash Collected. On the Headcount / Cash Inquiry Menu select Option C, Current / Previous Headcount / Cash. On the Monthly Headcount/ Cash Collected Inquiry Screen AJK-026 Prompt “Do you wish to print this screen? Enter Y(es or N(o) enter Y and press RETURN the previous month's data appears. Enter a Y to print the Dining Facility Operations Monthly Headcount / Cash Collected Report PCN AJK-D61.

Other reports for headcount are available from the IFA (Dining Facility Operations Verification HC/Cash Collection Report AJK-D71 and AJK-G41) are available.

On the dining facility account card add the Breakfast, Lunch, Dinner, Brunch, and Supper columns to get a total for each.

The column totals should be the same as the totals on the headcount reports (PCN AJK- D61, PCN AJK-D71, or PCN AJK-G41)

After each dining facility is verified, add them all together to verify the installation totals.

TISA Warehouse Inventory Verification

The DSS system collects the total dollar value of each item group by multiplying the balance on hand by the current price of the item for each item and then adding the resulting dollar value to the appropriate item group. In order to verify that the total dollar value is correct, the dollar value on the final inventory report can be compared to the dollar value shown in DSS **the day after the inventory is performed**. Note that any transactions after the inventory was finalized but before the DSS data was collected (usually 5AM local time) would be included in the DSS figures but would not be included in the inventory report.

In order to verify the subtotal for one or more of the item groups, the Operational Ration Listing in DSS can be used as a source of the NSN(s) within each group. For each NSN in the group, the user must perform a Master Item File Inquiry to obtain the balance on hand and price currently in the system. The sum of the balance on hand multiplied by the price for all items in the group

should be equal to the value shown in DSS provided that no data changes are made between the time of the inquiry and the time the data is sent to DSS. To run a Master Item File Inquiry, Select **Reports and Inquiries, Inquiries, Master Item File Inquiry, Inquiry By TIIN** from the main TISA command menu. Remember that data is normally sent to DSS every day at 5AM local time so the data you are seeing in the inquiries may not arrive at DSS until the next day.

Issues & Prime Vendor Receipts

The DSS system collects information about Issues, Prime Vendor Reversals and the reversals associated with them by capturing the quantity and the current price at the time of the transaction for each item in the transaction. The items are then categorized using the operational ration NSN list (which can be viewed through the DSS Operational Ration Listing screen). To verify the Issues & Prime Vendor Receipt information for a particular dining facility the following steps must be taken:

1. Either perform a Transaction Register Inquiry or pull the look at the Monthly Transaction Register Report to obtain the total quantity of issues from the warehouse in the month being validated for each item in an item group (see the DSS Operational Ration Listing for the list of NSNs). To run a transaction register inquiry select **Reports and Inquiries, Inquiries, Transaction Register Inquiry** from the TISA Command Menu.
2. Perform a Prime Vendor Inquiry (select **Perform Inquiry** option from the Prime Vendor Command Menu) for each item in the group.

The sum of the quantities from step 1 and 2 above should match the quantity shown in DSS for the item group. To verify the dollar value, the price at the time of each transaction must be determined and multiplied by the quantity for the transaction. The sum of the extended prices should equal the dollar value shown in DSS. If you wish to try to verify the dollar value the easiest way to do that would be from the Issues report (PCNs: AJK-XC2, AJK-XC3, AJK-XC4, AJK-XC5) produced when the issue is executed, the issues reversal report (AJK-XT1), the Prime Vendor Receipt report (PCN: AJK-AG2) produced when the prime vendor receipt is processed and the Prime Vendor Reversal Report (PCN: AJK-AG3) which is produced when a receipt reversal is processed. These reports provide both the quantity and the price at the time of the transaction.